

DATE: March 25, 2008
TO: Summer Camp Program Directors
FROM: Cassandra Pope, Summer Food Service Program Coordinator
RE: General Instructions for Summer Camp Agreement/Application Packet

You know spring is coming when ... your neighbors venture out of their houses and greet one another like long lost family members. With spring nearly upon us, summer is close enough to almost taste foods like watermelon, BBQ's, and who can forget corn on the cob? As summer approaches, Child and Adult Nutrition Services (CANS) is gearing up for the 2008 summer programs. General instructions for the agreement/application packet are explained below. If you have further questions, please contact Cassandra Pope, Summer Food Service Program Coordinator. The telephone number is (605) 773-3110 or e-mail at: cassandra.pope@state.sd.us

The terms "Sponsor" or "School Food Authority" (SFA) means the local agency (church, scout group, etc.) which has an agreement with CANS to receive milk reimbursement. The authorized representative is the person who has authority or responsibility to sign agreements and claims. The combined agreement section, the site information pages and the sample public announcement need to be returned to Child and Adult Nutrition Services for approval of the Summer Special Milk Program. The remainder of the application/agreement must be kept for Agency records.

Return the completed application to:

Child and Adult Nutrition Services - DOE
800 Governors Drive
Pierre SD 57501-2235
Phone: (605) 773-3413
Fax: (605) 773-6846

1. NOTICE FOR NEW SPONSORS

A copy of the letter from the IRS indicating the sponsoring organizations 501(c)3 tax-exempt status, must be submitted before your application/agreement can be approved. Church sponsors may submit a photocopy of the church directory cover and page listing the church.

2. PACKET

The initial packet sent from the Child and Adult Nutrition Services Office includes this letter of instruction, a Combined Application, a Site Information Sheet, Public Announcement information, a Special Milk Non-pricing Program Agreement, and a Substitute W-9 form.

3. APPLICATION/AGREEMENT

Part I is the Combined Application for Child Nutrition Programs. It gathers basic information for all programs the agency might participate in. For sponsors that participate in other USDA child nutrition programs, Part I is the same for all programs. Please find your copy of the Combined Application and make any necessary changes. Send a copy of the updated Combined application with the completed application. If the Summer Special Milk Program is the only program that the Local Agency participates in please fill out a new copy of Part I.

**** Note**** Part I (D) Production Records – Agencies that only participate in the Summer Special Milk Program can leave this question blank.

Part II is the Site Information. One copy of this section will need to be completed for each site. On page two of this section the public announcement information must also be completed for each site. The remainder of Part II is to be kept on file at the Local Agency. Submit a copy of the Public Release from Part II that will be used at your camp.

Substitute W-9 Complete and submit a substitute W-9 form even if one has been submitted before. The state has a policy whereby these forms are periodically reviewed and that for any recipient agency not having received a check in the previous nine months they are removed. Therefore, if you have not received a payment from the state since last summer, the W-9 form may have been removed from the file.

4. SPECIAL MILK PROGRAM CLAIMS

Special Milk Claims for Reimbursement must be in the Child and Adult Nutrition Services Office by the 10th of the month following service for processing that month. Claims received more than 60 days after the last day of the month claimed cannot be paid. All claims must be on a calendar month basis except for months when milk is served for ten (10) days or less. If milk is served for less than (10) days those days are to be combined with the appropriate adjacent month's claim. Reimbursement rate for Nonpricing Special Milk is \$.17 per half-pint (1 cup). Claims for milk reimbursement are only for milk served to children. Milk served to adults or used in cooking may not be included.

A Pricing Special Milk Program is also available to Summer Camps. Under this program, camps are reimbursed for the actual cost of milk served to children qualifying for free milk and the standard rate is used for milk served to all other children. In order to determine which children are eligible, applications for free milk must be collected and actual counts of milk served to eligible children must be kept. If you are interested in this program, contact Child and Adult Nutrition services for more information and/or the appropriate agreement.

FOR YOUR RECORDS:

(Place the date beside the item when it was completed.)

ALL Sponsors:

- _____ A completed Part I was returned to CANS.
- _____ A completed Part II was returned to CANS.
- _____ A copy of the actual Public Announcement used was returned to CANS.

(The above information is due no later than April 10th)

- _____ A completed Substitute W-9 form was returned to CANS.

(CANS must receive this before a payment can be made)